

Tyler Technologies MUNIS® Release 2003.01
August 2003

For KDE



change notes

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For 8/2003

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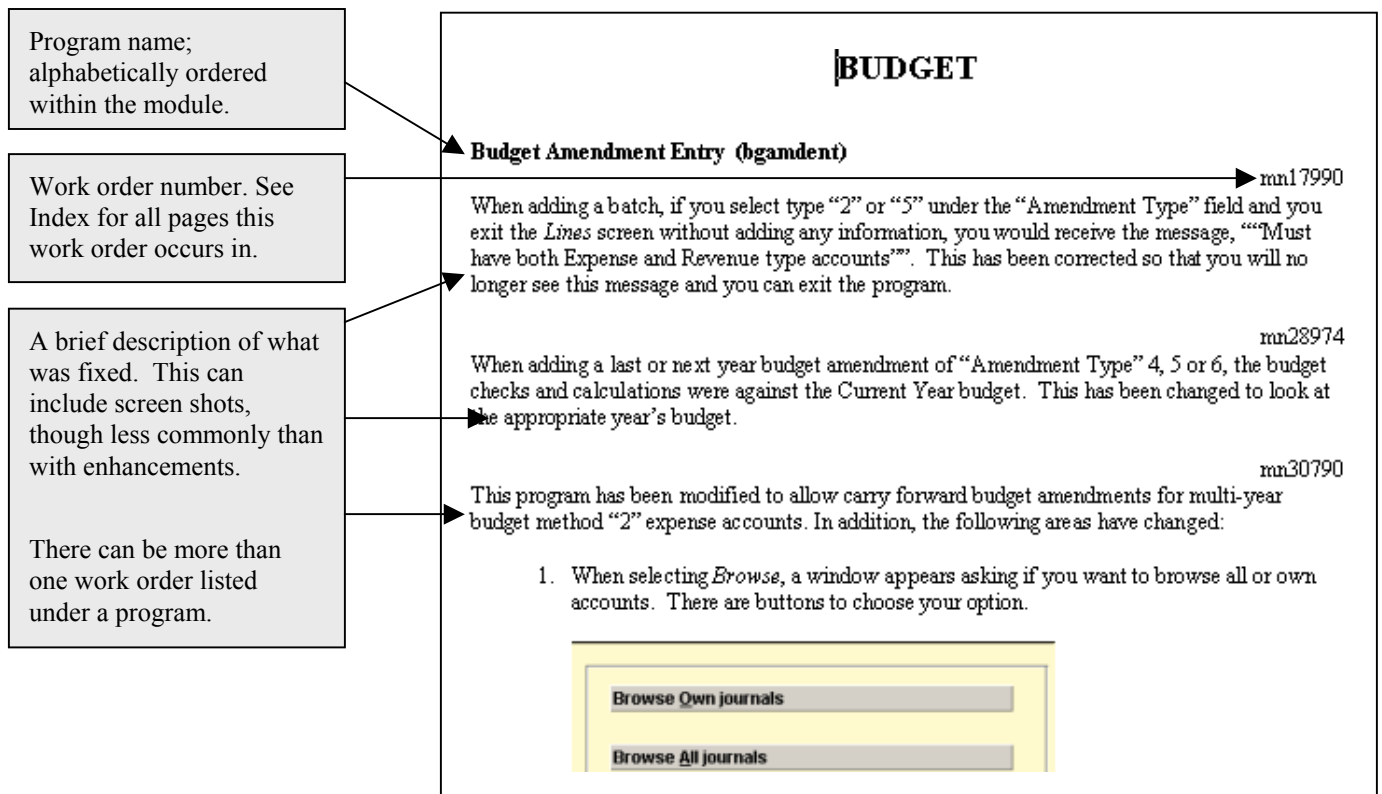
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Introduction

Program Change Format

Program changes are those work orders that address situations where MUNIS software was not working as expected. In this document, write ups consist of three main sections:

- 1. Program name:** This document is ordered alphabetically by module, then by program name.
- 2. Work Order Number:** This is the number associated with the issue. These are indexed in the back of this document. This way, if you want to follow an issue based on the work order number you can look it up in the index.
- 3. Description:** A description of the issue; tells what the problem was and how the program now works.



CUMULATIVE LIST OF OBSOLETE PROGRAMS & FORMS

Cumulative List of Obsolete Programs & Forms

The following form(s) are no longer available. Please adjust your system accordingly.

PROGRAMS	FORMS
spaplock	spaploc1.42f spaploc2.42f spaploc3.42f spaploc9.42f
spappolk	spappol1.42f spappol2.42f

ACCOUNTS PAYABLE

Cash Disbursements Journal (apcshdsb)

mn45481

Previously, when performing a find for a cash account, warrant and selecting the “Include alignments/checks without warrants” field, multiple cash accounts were included in the find set. This has been corrected.

Check Reconciliation (apchkrcn)

mn47189

Speed performance has been increased for faster check processing.

Invoice Entry/Proof (apicdent)

mn45650

Previously, when entering an invoice with a multi line PO attached, once the invoice detail was entered the “Year/per” field could not be updated on the batch header screen. This has been corrected.

mn46067

Previously, if the invoice amount exceeded the maximum variances set (AP Parameter Maintenance, 2scr) and the override invoice variance permissions were set to “N” (ID Code Maintenance program), pressing <Esc> from the “Liq Amount” column did not display the supervisor ID code popup box. This has been corrected.

mn46113

This program has been updated so that the following conditions are now in place:

- All G/L distribution amounts must be positive if the gross amount is positive.
- All G/L distribution amounts must be negative if the gross amount is negative

With this change, combinations of both positive and negative detail lines cannot be used.

Invoice Maintenance (apinvmnt)

mn43571

Previously, while the holding year was open, a PO was liquidated in the next year and then the invoice was cancelled, the auto re-encumbrance did not correctly update all amounts in the current year. This has been corrected.

ACCOUNTS PAYABLE

PROGRAM

FER Number

mn46107

For sites that do not currently own the Purchasing module:

Previously, accessing the Invoice Maintenance program caused a ““- status 100”” error. This has been corrected.

Paid Warrant Report (appdwarr)

mn45250

Previously, when spooling the report, the “Pages” field in the Spool File Maintenance program did not display the number of pages. This has been corrected.

Vendor 1099/Donation Details (ap99detl)

mn20697

This program has been updated so that when selecting *Rpt-Options* and choosing report type 1 (1099 Detail) or 2 (Donation Detail), if there is no data to be reported, the following message appears: ““There are no records to report. Try a new find request””.

Vendor Inquiry/Reports (apvdrinq)

mn45327

This program has been updated to only print the first 15 characters under the “Contact” section and 20 characters of the “Telephone” section. This ensures that the report will not be double-spaced unless specified when selecting *Output*.

ACCOUNTS RECEIVABLE

A/R Refunds & Reversals (arrefrev)

mn19788

If reversing a payment redistribution, the last activity date is reflective of the last date of bill activity, not the date of the reversal.

mn40539

If reversing a bill refund or write-off, the last activity date is reflective of the last date of bill activity, not the date of the reversal.

mn45959

Previously, when reversing a paid bill and adding an insufficient charge (NSF), an error occurred. This has been corrected.

Apply Pre-Payments (arprepay)

Payments Journal & Post (arpstrct)

mn45520

These programs have been changed so that when applying pre-payments, journal entries are now made to revenue control accounts.

Note: For pre-payments only: On the 'Payments Journal Account Distribution Summary Report', the revenue GL entries now display in the 'Subsidiary' section and revenue control debits now display in the balance sheet section.

mn43613

Updates were made so that viewing bills with multiple adjustments/abatements (under the *History* option); the "Reason" field correctly displays the reason code for each transaction line.

mn46064

The Word export functionality has been updated to expand the property location detail to include the location number suffix, location street and apt number.

mn46073

For NY clients only: When selecting *Find*, the *Statement #* option now displays on the side menu.

mn46133

Previously, the original bill information (*Orig Bill* option) for a personal property bill displayed the charge code description for "LL" as "***UNKNOWN". This has been corrected.

ACCOUNTS RECEIVABLE

PROGRAM

FER Number

mn46353

Previously, when viewing a bill that contained over 100 detail lines, an error occurred. This has been corrected and the *Detail* screen now displays a maximum of 500 detail lines.

Detail Receivables by Date (arthrudt)

Detail Receivables Register (arrgster)

Payments Journal & Post (arpstrct)

mn46452

This program has been updated so that for all output options (print, spool, display), the report is correctly displayed.

Over-Short Adjustment Process (arwrtoff)

Web Payments Import (arwebimp)

mn46494

These programs have been updated to correctly validate department code information.

Payment Entry (arcshrct)

mn44447

This program has been changed so that when multiple bills are paid and an overpayment of a bill occurs, the Payment Proof Summary Report correctly displays the bill overpayment.

Payments Journal & Post (arpstrct)

mn45261

When updating the deposit number on the *Maintain Dep* screen, the new deposit number correctly displays in the "Ref3" field in the Journal Inquiry/Print program.

ACCOUNTS RECEIVABLE

PROGRAM

FER Number

Maintain Dep screen

PAYMENTS JOURNAL & POST - *** MUNIS 2003 New Gui Database ***

Maintain-Dpst

Scroll

Exit

Batch Type P

	Cash Account	Desc	Cash Amount	Old Dpst #	New Dpst #
1	01 10100	Cash	300.00	05/29/2003	05/30/2003
2					
3					
4					
5					
6					
7					
8					
9					
0					
		Total	300.00		

Record(s) updated.

1 Batch(es) Found.

Scroll through the deposit information.

NUM OVR

The deposit number was changed to 5/30/2003 and displays in the Journal Inquiry/Report program (see next page).

ACCOUNTS RECEIVABLE

PROGRAM

FER Number

Journal Inquiry/Report screen

mn45827

Changes to program:

1. The “RCTDCSUM” (decals summary receipt Form) is now obsolete. Motor vehicle decal information can now be viewed through the “SUMRCT40” summary receipt form. It displays the following vehicle decal information (under the “DECALS” heading):
 - Vehicle year, make and model
 - Vehicle Vin#
 - Vehicle decal number assigned
2. The “SUMRCT40” form now prints 9-digit customer numbers. **Note:** This is a master form and must be copied to a user-modified form to print the Motor Vehicle decal information (see next page).

ACCOUNTS RECEIVABLE

PROGRAM

FER Number

Forms Definition F/M screen

FORMS DEFINITION FILE MAINTENANCE - *** MUNIS 2003 New Gui Database ***

Action: **Copy**

Form Process: arcshrcr Form ID: SUMRCT40
User Modified: N Lines on Form: 0
Description: SUMMARY RECEIPT-40WIDE Test Program:

Field#	Name	Size	Ln	Col	Ln	Col	Ln	Col	Ln	Col
27	AMT APPLIED:	12	21	1						
28	AMT APPLIED	12	21	17						
29	CHANGE:	7	22	1						
30	CHANGE AMT	12	22	17						
31	PAID BY:	8	24	1						
32	PAID BY NAME	20	24	15						
33	PAYMENT METH:	13	25	1						
34	PAYMENT METHOD	19	25	15						
35	PAYMENT REF:	12	26	1						
36	PAYMENT REF	16	26	15						
37	E41 DECAL TRANS	99								

1 of 1

Display the next screen of format information

The MV decal information is displayed by specifying the line/column in the “(E4) DECAL TRANS” field. You must copy the master form to a user-modified form.

mn46421

All interest and principal paid amounts now properly display on tax receipts.

Posted Payments Report (arpstpm)

mn47610

When using this program through the MDI menu, processing time when selecting records is now much faster. In addition, the fields “Records Selected” and “Records Printed” have been added to the main screen.

Receipt Inquiry (arrecinq)

mn46007

Changes to program:

- The “Yr/Per” field name has been renamed to “Yr/Per/Jnl” on the report.
- The “Prop Code” field has been added to the report.
- Any cash accounts that are not stored on a history record are no longer displayed on the report. Otherwise, the cash account org and object displays on the report.

ACCOUNTS RECEIVABLE

PROGRAM

FER Number

Sample report

06/02/2003 *** MUNIS 2003 New Gui Database *** PAGE 1
11:53:00 RECEIPT INQUIRY arrecinq

Year/Bill	1998	PAYMENT	Eff. Date	09/16/97
Category	02 MISC CASH RECEIPTS		Entry Date	09/16/97
Receipt	1		Clerk	root
Cust #	0		Reason	
Department			Paid By	CUSTOMER
Yr/Per/Jnl	1998 03 40		Check #	
Amount	50.00		Pay Method	
Deposit #			Released?	Y Reversed? Y
Prop Code			Posted?	Y Batch # 1
Cash Account Org/Obj	01 10100		Post Dt	
Last Receipt Year/No	1999		Mass Pmt Batch	
			Web Transaction	N

Line	Chg	Cd	Desc	Interest	Principal	Adjust
1			BEACH		50.00	

mn46321

This program has been changed so that for category 20-24 bills, the "Parcel ID" field name correctly displays.

RECEIPT INQUIRY - *** MUNIS 2003 New Gui Database ***

Year/Bill	1997	970003	PAYMENT	Eff. Dt	07/17/2002
Category	20	REAL ESTATE		Entry Dt	07/17/2002
Receipt	330			Clerk	root
Cust #	38417	DAYAL RAJIV		Reason	
Department				Paid By	DAYAL RAJIV
Yr/Per/Jnl	2003	1		Check #	
Amount	5.00			Pay Meth	1 CHECK
Deposit #				Released?	N Reversed? N
Parcel ID	JIM001SON			Posted?	N Batch 391
Cash Account Org/Obj				Post Dt	
Last Receipt Year/No				Mass Pmt Batch	
				Web Transaction	

Special Condition Report (arsperpt)

mn45516

ACCOUNTS RECEIVABLE

PROGRAM

FER Number

This program was changed to display the information in the “First Line of Associated Text” column of the report.

BID MANAGEMENT

Create PO's From Bid (bqcatpur) Enter Requested Quantities (bqcatord)

mn43816

Previously, if two departments ordered the same commodity and one of the quantities was zero, the PO that was created contained a line with a zero dollar amount. This has been corrected.

Create PO's From Bid (bqcatpur)

mn43822

This program has been modified so that the catalog and vendor bid ID information is now stored as two separate lines. **Note:** Due to this change, the export records created through the Check Reconciliation program (from check format "X" only) no longer include the vendor bid ID.

mn44848

The functionality that displays the "Catalog Item Count" and "PO Count on the main screen has been re-added to this program.

CATALOG CONVERSION TO PO(S) - MUNIS 2003.01 DATABASE

Options
Define
Convert
Exit

Catalog Number

Create POs by D

Account Segment

G/L Effective Date 06/30/2003

Year Code C

Fiscal Year 2003

Fiscal Period 12

PO Entry Date 07/03/2003

Batch Name Batch1

Vendor's terms N

Catalog Item Count: 85 PO Count: 18

Define PO Year/Period, Sort and Batch Name. NUM OVR

BID MANAGEMENT

PROGRAM

FER Number

mn47003

Previously, when ordering an item with a different “Shipping Code” but all other criteria is the same, the error ““Could not update PO issued to Y”” occurred. This has been corrected.

BUDGET

PROGRAM

FER Number

BUDGET

Budget Transfers/Amendments (bgamdent)

mn46013

Previously, when updating the “Org” field, several segments were not modified correctly. This has been fixed.

mn46194

This program was updated so that for multi year type 1 accounts, the information correctly displays in the current year column.

Next Year Budget Entry (bgdeptry)

mn46460

This program has been updated so that regardless of keystroke sequence, the program remains on the desired record of a find set. Previously, certain keystroke sequences caused the program to display the first record of the find set.

Next Year Budget Reports (bgnyrpts)

mn44735

This program has been changed so that if the “Suppress all bdgt accounts” field is set to “Y” and using report type “5” with multiple budget levels, the suppress functionality correctly performs.

FIXED ASSETS

Adjustments/Retirements (famstmnt)

mn45026

This program has been updated so that any updates made to the fields in the *Transfer* screen are now displayed in the *Chg-History* audit screen.

mn46204

This program has been changed so that information in the “Memo” field in the *4=Maint/Ins* screen can be modified successfully.

mn46304

In some situations, the error ““From spentrec: prepare statement 2 failed: -282”” occurred when performing a *Find*. This has been corrected.

Depreciate Assets (fadeprec)

mn45838

Previously, due to a rounding error that occurred when asset depreciations were split into percentages, the journals created were out of balance. This has been corrected so that the journals are now in balance.

Fixed Asset Master File Maintenance (famstmnt)

mn43475

This program has been changed to include a *Help* button in the “Custodian” field. Selecting this button displays a popup box with available custodial codes. **Note:** <Ctrl-W> and <F9> can be used to access *Help*, as they were previously (see below).

FIXED ASSETS

PROGRAM

FER Number

Fixed Asset Master File Maintenance

FIXED ASSET MASTER FILE MAINTENANCE - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel
Add cust

Asset 28 Desc Computer Hardware
Status N NEW Master Type G GOVERNMENTAL

Class Code 20 BUILDINGS Tag Number 28
Sub-Class 204 GARAGE Serial/Parcel
Commodity

Location 200 PUBL WORKS Department 1 TREASURE
Loc. Memo Custodian 1 FIJ
Storg. Loc Floor/Room
Date Acq. 01/17/2001 Fisc Yr 2002 Acquis Cost 3,000.00

Manufact Qty 1 UOM
Model Unit Cost 0.00
Model Year 0 Acres 0.0
Lic/Reg # Sq Ft 0

12 of 16

Enter custodian for this fixed asset; <CTRL-T> to add. NUM

Help screen for custodial codes

CODE	NAME
1	FRANK I. JONES
2	KEVIN CAMPBELL
78	MARK SMITH

Re-Order Find Next 2000 Prev 2000 Select Exit

Fixed Asset Work File Maintenance (famwkmnt)

mn46367

FIXED ASSETS

PROGRAM

FER Number

This program has been updated so that the “Invoice Number range” field (under the *Import Invoice* option) now defaults to all z’s in the ending range to ensure that alphanumeric invoice numbers can be captured.

mn46391

Once a fixed asset on a liquidated PO has been imported by using either the *Import PO* or *Import Invoice* option, it cannot be re-imported.

Import/Export to ASCII (famstmnt)

mn43278

This program has been changed to correctly update the PO information (under the 7=*Purch* option) after a file import.

mn45000

This program has been changed to correctly update the “Quantity” field.

New Assets/General Maint (famstmnt)

mn46368

When a PO account is modified (*Modify*) that currently exists in the FA Account Maintenance program, the four GL accounts associated with the PO are defaulted when <ESC> is selected from the “Org” or “Object” field (3=*GL* screen), rather than tabbing through the entire line.

GENERAL BILLING

Invoice Inquiry (gbinvinq)

mn46665

Previously, the detail on lines greater than five could not be accessed. This has been corrected with the “Detail” on-screen button. This button replaces the “Scroll” button. Select to view detail from any line. In addition, the side menu options 1-5 have been removed.

INVOICE INQUIRY - *** MUNIS 2003 New Gui Database ***

Year/per 1998 5 NOV Total Invoice .00

Customer 123 Jones, John

AR code GB GEN BILL Discount Pct .00 Print Inv Y

Invoice 5 Department

Inv date 11/07/1997 Parcel

Cust. PO Contract

Ln	Desc	Billed	Adjusted	Paid	Due
1	SERVICE	240.00	.00	240.00	.00
Totals					
		240.00	.00	240.00	.00

Detail

3 of 22

Update/View the comment for this data record. NUM OVR

Invoice Maintenance/Inquiry (gbinvmnt)

mn46708

This program has been updated to accept a value of zero or greater in the “Qty” field.

Print Statements (gbpstmts)

mn44561

Previously, when printing more than one statement with multiple pages, the page numbers displayed incorrectly at the bottom of each page. This has been corrected.

GENERAL BILLING

PROGRAM

FER Number

Open A/R by Revenue Account (gbopnrec)

mn45236

Previously, if the customer was not added through the General Billing module, the customer name did not display on the report. This has been corrected.

GENERAL LEDGER

Account Detail History Report (glacthst)

mn44224

Previously, journals in period 0 that were not SOY (start of year) were not reflected in the net ledger balance. This has been corrected.

RC	REF1	REF2	REF3	CHECK #	OB	AMOUNT
MUNIS 2003.01						
ACCOUNT DETAIL HISTORY FOR 2003 10 TO 2003 13						
00-0-0-0-02102 COMPUTER SERVICE						
REVISED BUDGET						
			PER 00			500.00
			PER 01			5.00
			PER 05			205.00
AD						1.44
DEBITS:		711.77	CREDITS:		.00	NET:

DEBITS:		711.77	CREDITS:		.00	NET:
d ** End of Report **						

Flexible Period Report (glflxrpt)

mn44171

This program now correctly displays the budget information if a prior budget year is selected for accounts in a multi-year fund.

Import JE ASCII File (glimptje)

mn46559

Previously, when importing journals with revenue accounts containing a reference account on a multi-year revolving fund, the BUA journal was not accessible. This has been corrected.

GENERAL LEDGER

PROGRAM

FER Number

mn47532

When budget amendments are imported through this program, the BUA journals are now correctly displayed when selecting *Detail* or the onscreen folders in the G/L Account Inquiry program. Please refer to the MUNIS Trouble Saving Tip dated July 11th for more information.

Month End Processing (glmoendp)

mn43985

Previously, when a next year budget entry was created and the year closed:
When closing the month, the journal entry did not display in the "Budget" column (*Months* screen) in the G/L Account Inquiry program. This has been corrected.

INVENTORY

Inventory Item File Maintenance (initmmst)

Perpetual Inventory Report (inpepinv)

mn46119

The *Issue Data* screen of the Inventory Item File Maintenance program has been updated with the following:

1. The “Qty Received” field now updates all adjustments if there is not an existing FIFO stack.
2. Negative numbers are now displayed.

The Perpetual Inventory Report now includes any account adjustments.

Pick Ticket (inticket)

mn45606

Changes were made to this program so that for any un-posted pick tickets (“Status” field is “N”), the “Journal Yr/Pr” field displays the current year that the pick ticket was entered. **Note:** Issuing the pick ticket posts to the year and period displayed in the *GL-Setup* screen.

Transaction Entry/History File (intrhist)

mn45323

Previously, the quantity on hand was not updated correctly when a receipt or reversal was performed on an item with a purchase order. This has been corrected.

mn46097

This program was updated to check if the “Cent Dep Fund” is the same as a revenue or expense account for an item. If so, Due To/Due From entries are not created.

PAYROLL & PERSONNEL

Accumulators Report (pracmrpt)

mn44511

When running the accumulator report with sort option 6 (Group/Loc/Name) the sub-totals for gross amount may be either missing or incorrect. The program has been modified to provide correct employee totals. **Also, the program has been modified to sort by Employee Name correctly, as opposed to Employee Number.**

Actions Entry (pmactpen)

mn44284

The program now checks the Location and Org for restrictions when adding a Personnel Action.

mn44974

Previously, if a “N”ew Hire was added through Actions Entry, and records were also added to Employee Certification and Employee Assignments (using the *Menu* option), after the action was posted in Actions Entry, the records added to Employee Certification and Employee Assignments were deleted. Now when a new hire is added through Actions Entry, the information added in the programs is no longer deleted.

mn45433

Previously, if Action Category - “R”einstatement was entered for a terminated employee and the action was deleted without posting, all records were deleted in the action and terminated files for that employee. The program has been modified to reinsert the employee records back into the Terminated Employee (Master F/M) files.

mn46072

Modified Personnel Action Entry so that it now filters changes based on the information from the live side in Payroll Master File Audit using the Audit Code (i.e.: Deduction Code or Pay Type Code). The program had checked the Payroll Master File Audit for changes previously, but it did not filter by Audit Code. **Note:** To access Payroll Master File Audit (prmaudit), go to Employee Detail History (prdetail), *Find* an “Employee #”, select *Detail* from the side menu, and then select Audit History from the menu.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Applicant F/M (atappmnt)

mn45584

In the *Education* option of the program, the Area Code 1 and Area Code 2 fields have added Personnel Miscellaneous Code, “EDU3”, as an option in the Help menu when entering education information. The “CER2” – Category/Area Codes are still accepted in this field, but “EDU3” is now the preferred category.

P/M APPLICANT MAINTENANCE - *** MUNIS 2003 New Gui Database ***

Exit

Req # 98001 - 01 ADMINISTRATION

SSN 345-23-2341 ☐ Current Employee ☐ Former Employee

Last Name DOWNEY ☐ Criminal Record ☒ U.S. Citizen

First Name CHARLES Birth Date 03/03/1975

Mid

Phon SSN 345-23-2341

Phon

Addr Institution Code EDU1- UNIVERSITY OF NEW HAMPSHIRE

Degree Code EDU2- UNDERGRAD

Area Code 1

CER2-ACCO	CER2-OFF
ACCOUNTING	OFFICE
EDU3-MATH	MATH

Re-Order Find Next 2000 Prev 2000 Select Exit

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NUM OVR

Create Magnetic Media (prw2magm)

mn45399

The Massachusetts Mag-Media needs to include 408k (IRS code F) retirement plans in the RS record position 349-359 (Federal, Railroad, Massachusetts & Local Government Retirement Contribution). In addition, both code Y retirement (box 14) and code F (box 12) need to be included in this total. The program was modified to include these requirements.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Deduction/Benefit Master F/M (prdedmst)

mn45616

Previously, when an ACH Deduction record was added, the withholding object code was stored as a null. This may cause multiple records to post to deduction history, because the null prevents the system from recognizing the G/L Account as being the same account. The program has been updated and now populates the withholding object with a space.

Detail Distribution Report (prdistrp)

mn45843

When running the Payroll Earnings Distribution Report, a message was being received, "There are no records to be reported." The error was caused by more records being retrieved to print than the program had the ability to handle. The program was modified to increase record processing capacity.

Earnings/Deductions F/M (prpyrlfm)

mn45217

One example of problem – In EDFM (C=pay) and hours are entered for an accrual pay type, if the up arrow key is pressed until the transaction is cancelled the hours entered will zero out, but the hours still get posted as an accrual history record. The program was modified so no accrual history record is created when accrual pay has zero hours or the transaction is cancelled.

mn45878

In EDFM, a pay type is added for an employee and an allocation is entered on the pay type. The user then selects 'G/L allocation' and makes a change to the accounts for that allocation. If the pay is deleted and a pay type is added again using the same allocation, it's coming in with the changes you had made in 'G/L allocation' instead of the original accounts for that allocation. The program was modified to remove any manual allocations entered for a pay when the pay is deleted.

mn43981

Payroll allocations allow the pay to be split to a maximum of 50 different accounts, however in EDFM it only displays the first 20 lines of the allocation. This doesn't allow for changes to any allocation beyond the first 20, on the fly, in EDFM.

mn44182

If an employee generates in with an allocation where the pay doesn't split out evenly based on the percent, the 'Dist' and 'Totals' for the amount don't sum (or display) correctly; however, each line of the allocation displays and posts correctly to each account. The program was modified so the 'Dist' and 'Totals' fields correctly round the allocation amounts.

mn44743

PAYROLL & PERSONNEL

PROGRAM

FER Number

If a 'Multi-Level Generate' is using different begin and end dates for each new generate level, during the 'Employee Update' each employee's accrual history record is posted with the begin and end date from the first generate screen. The program was modified so accrual history records will now post using the dates of the generate screen from which the employee was originally generated into the payroll.

mn46554

On the C=Pay screen, a user may create an allocation "on-the-fly". Once this is completed for a specific pay, that pay can no longer be edited on the pay detail screen as the user gets an "invalid org" error. The program was modified so the verification routines will no longer error out when editing a pay that has an "on-the-fly" allocation.

Earnings/Deductions Proof (prpyddpf)

mn47147

The proof is printing asterisks in "Rate" column if the rate is more than 999.9999. The program was modified to properly display the "Rate" column on proof if rate exceeds 999.9999.

Employee Accruals F/M (premacru)

mn45993

Modified the program so that when updating the header (1st screen) record to a new Accrual Table, the Beginning and Ending dates for the original table's transfer (Reason code type 3) record in History (History screen) match the Start Date of the new table's record on the header screen. Now the dates of the Transfer record (Reason code type 3) of the old table match the dates of first SOY record (Reason code type 8/8) of the new table.

Employee Accruals Report (praccrpt)

mn45305

While running report option 3 (Flexible period balance report) an error 1330, line 1526 was being received. The problem was corrected by increasing the earned accrual field size.

Employee Deductions F/M (prempded)

mn45703

The export to Excel is showing the employee/employer amounts that were once stored on the employee's record. The program was modified for Word and Excel exports to get amounts and limits from the correct places. Word and Excel will now either get data from the Deduction/Benefit Master or calculate the amounts from insurance tables, when applicable.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Employee Job/Salary F/M (premppay)

mn43692

The number of lines in *G/L Summary* option has increased from 100 to 200 lines. The added number of lines accommodates records that have employees with pays allocated to several different accounts for several different pay types.

Employee Inquiry (prempinq)

mn45215

This is specific to NY State. The first record to display an 'Employee Retirement Number' will have that number displayed for all other records having an 'Employee Retirement Number' when paging forward or back. The program has been modified to show the correct registration number on each employee.

mn44121

The program was modified to allow '*Find*' on the Encumber field.

mn44855

When exporting to Excel or Word, if there is an allocation, the org description, obj description and account description will correctly be set to blank spaces.

Employee Mailing Labels (premplbl)

mn46645

When doing a *Find* in the Employee Mailing Labels program, no records are found. The program has been modified to find mailing label records.

Employee Update (prempupd) Update Remaining Salaries (prencupd)

mn44972

When more than one pay type is being encumbered (base pay & additional comps), the Employee Update is only reducing the 'Remaining Pays' for the first pay type. The program has been modified to reduce 'Remaining Pays' for all encumbered pays.

PAYROLL & PERSONNEL

PROGRAM

FER Number

mn44972

When more than one pay type is being encumbered (base pay & additional comps), the 'Update Remaining Salaries' is only reducing the remaining salary for the first pay type. The program has been modified to reduce remaining salary for all encumbered pays.

mn44982

The reverse update process of a void payroll is removing the check number from Period Summary, which caused problems if trying to delete the record out of EDFM or when running the Employee Update process again. The program has been modified to leave the check number in tact.

mn45855

When more than one Job Class record is being encumbered for an employee, only the 'Remaining Pays' on the first job pay records are being decreased with the employee update. The program has been modified to reduce 'Remaining Pays' for all encumbered Job Class records.

mn46420

Category 'E' pay types (non-cash, no gross) will be excluded from deduction gross amounts when creating deduction history records. The program was modified to also exclude Category 'E' from Detail Distribution Report.

mn46737

When an employee has more than one check in the payroll the Reverse Update is not adding back to the number of 'Remaining Pays' correctly. If two checks are reversed only one pay is adding back to the 'Remaining Pays', and when an Employee Update is performed on the same payroll the 'Remaining Pays' is reduced by two not the one added in the Reverse Update. The program has been modified to correctly handle multiple checks.

mn46077

During Employee Update of a void payroll 'Remaining Pays' is being reduced for the employee who's check is being voided. The program has been modified to increase 'Remaining Pays' during an update and decrease on a reverse when processing a Void payroll.

Generate Earnings/Deductions (prgenddp)

mn44314

During the Generate Earnings/Deductions process, when generating in time & attendance batches and subtract from base pay records, MUNIS is calculating (hours * rate = amount) base pay to four decimal places and comparing to the EDFM amount that is rounded to two decimal places. This calculation and comparison is used to determine if the base pay record needs to be recalculated within EDFM or if the amount, from the pay record that is subtract from base, should be subtracted off the base pay. The program has been corrected to round the calculation to two decimal places before making the comparison to the EDFM amount that only goes to two decimal places.

PAYROLL & PERSONNEL

PROGRAM

FER Number

mn44663

If “Use Check Loc. For PR Location” is check marked in the Payroll Control File and then defining on the Generate Earnings/Deductions screen, the help window for the ‘Location From’ field is showing the Primary Location but should be showing the Check Locations. The program was modified to display the correct location based on the Payroll Control File setting.

mn45702

When saying ‘No’ to subtract from base when moving T & A batches to the payroll, the accrual records are not being created for any of the used accrual time. The program has been modified to create the accrual records properly.

mn46234

When not using retro pay and the sub pay is broken into several records, each record generates the total amount of sub pay resulting in too much pay for the employee. The program has been modified to correct for this issue.

mn46301

In Generate Earnings/Deductions, the description field at bottom left of screen was changed to include the 'Update List' option in the descriptions for the 'Exclude Earnings' and 'Exclude Deductions' fields.

mn47201

On OT table type 5 or 7 (where the OT sums are calculated for a week at a time), the OT calculations are not calculating correctly where OT hours exist in the second week but not in the first. The program has been modified to correct this issue.

mn47036

Maryland State Income Tax - Previously with cc06 on the employee SIT deduction, if the employee did not make enough money to have the tax table calculate a withholding amount the additional amount specified on the employee's deduction was not being taken. The program was modified to take any additional amount (if applicable = CC 06) even when the calculated tax is '0' and the deduction gross is greater than '0'.

Generate Retro Pay (prsetret)

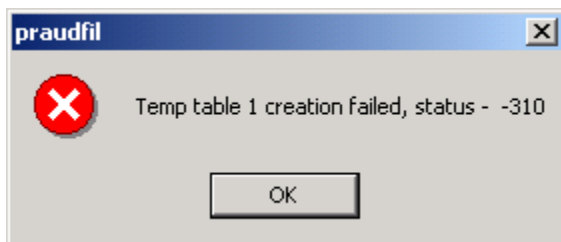
mn45704

Retro pay records are not being generated for an employee's pay if the employee has multiple pay lines that are split out to more than 2 separate locations, it's not generating retro pay records for the pay amounts split out to the 3rd location. In addition, if an employee has multiple pay lines splitting out to only 2 locations but there is more than 1 object. The Generate Retroactive Pay program (prsetret) has been rewritten to more consistently calculate retro pay amounts. Users should be aware that the retro pay amount calculated is limited to the accuracy of 2 decimal places. This means that any pay amounts less than \$.005 will be rounded to zero; and any amount between \$.005 and \$.0099 will be rounded to \$.01.

Global Audit Function (praudfil)

mn44419

An error message no longer occurs when selecting side menu *Text*, then exiting the screen and selecting *Text* again. *Text* can now be selected with no errors occurring, even if selected twice.

**Job Class Code F/M (prjobcls)**

mn47039

When trying to copy an existing job class code to a job class code, using F333 as the new job class code, an error was received - 'New Job Code must be 1 to 4 characters in length.' Program allowed use of FL33 as the new job code. Modified program's copy routine to accept all 4-character identifiers for new job classes.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Manual Check Reconciliation (prchkhis)

mn44290

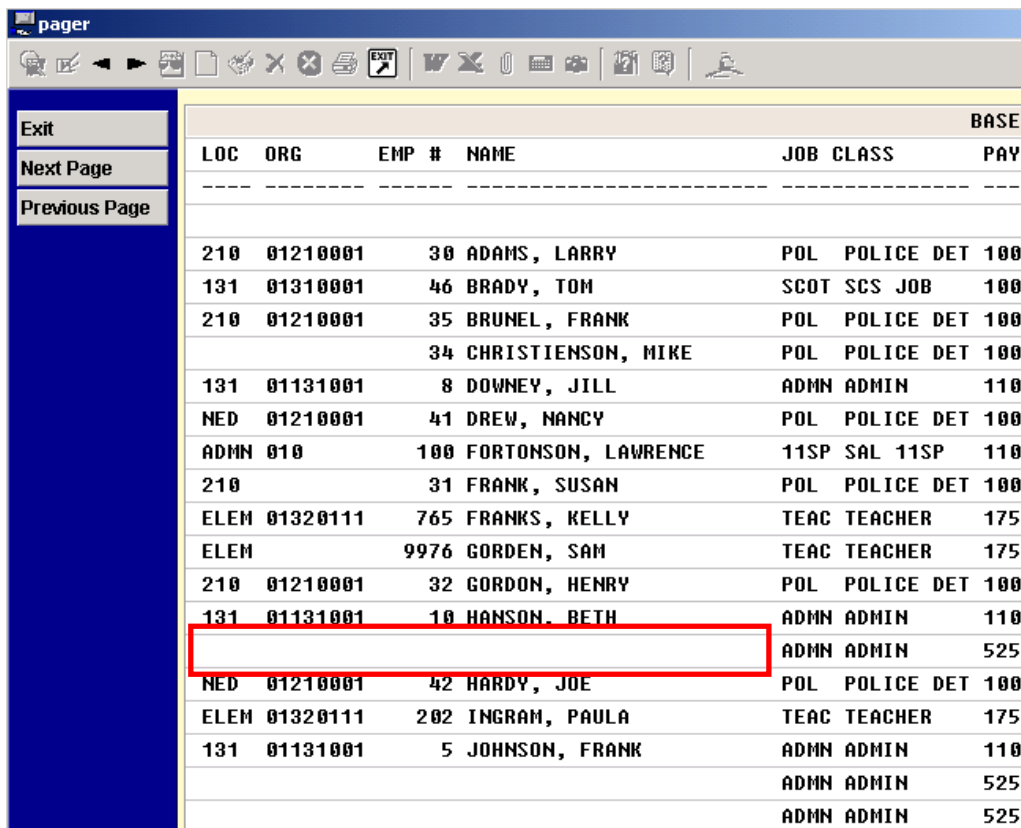
The system is allowing the manual addition of records even though the check/advice # has been previously assigned. This only occurred if there already existed more than one record with the same account and check number. The program has been modified to correct the issue.

Mass Contract Increases (prconinc)

mn44422

The Mass Contract Increase report previously displayed blank information in the “Loc”, “Org”, “Emp #”, and “Name” fields, if an employee had multiple employee record lines. Each field was complete on the first line for that employee, but subsequent lines were blank because the data was the same.

The report has been modified to display the employee “Loc”, “Org”, Emp #” and “Name” on every line, even if multiple lines exist for the same employee. This provides clarification when viewing the report.



Exit	LOC	ORG	EMP #	NAME	JOB CLASS	BASE
Next Page	---	---	---	---	---	---
Previous Page	210	01210001	30	ADAMS, LARRY	POL POLICE DET	100
	131	01310001	46	BRADY, TOM	SCOT SCS JOB	100
	210	01210001	35	BRUNEL, FRANK	POL POLICE DET	100
			34	CHRISTIENSON, MIKE	POL POLICE DET	100
	131	01131001	8	DOWNEY, JILL	ADMN ADMIN	110
	NED	01210001	41	DREW, NANCY	POL POLICE DET	100
	ADMN	010	100	FORTONSON, LAWRENCE	11SP SAL 11SP	110
	210		31	FRANK, SUSAN	POL POLICE DET	100
	ELEM	01320111	765	FRANKS, KELLY	TEAC TEACHER	175
	ELEM		9976	GORDEN, SAM	TEAC TEACHER	175
	210	01210001	32	GORDON, HENRY	POL POLICE DET	100
	131	01131001	10	HANSON, BETH	ADMN ADMIN	110
					ADMN ADMIN	525
	NED	01210001	42	HARDY, JOE	POL POLICE DET	100
	ELEM	01320111	202	INGRAM, PAULA	TEAC TEACHER	175
	131	01131001	5	JOHNSON, FRANK	ADMN ADMIN	110
					ADMN ADMIN	525
					ADMN ADMIN	525

PAYROLL & PERSONNEL

PROGRAM

FER Number

mn45214

If an employee's pay has a cc 02 and the mass contract increase is executed, the output report shows the projected annual salary as 0.00 and the projected increase shows the new annual salary as a negative. The output report was modified to show projected annual salary and new annual salary correctly.

mn47037

The output report will print asterisks under 'Prior rate/sal', 'New rate/sal', and 'Projected annual sal' if an employee's salary is more than 99,999.99. The program was changed to increase these field limits. Salary amounts up to 999,999.99 will now display.

Pay Type Code F/M (prpaytyp)

mn46543

On an Add of a new pay type, the impact code screen is automatically displayed after the header screen is completed. The pay type field on the impact screen shows a '0' along with the description 'Invalid Code', instead of displaying the new pay type and long description. The program was modified to correctly display the new pay type and long description.

Payroll Master File Audit (prmaudit)

mn46072

Modified Personnel Action Entry so that it now filters changes based on the information from the live side in Payroll Master File Audit using the Audit Code (i.e.: Deduction Code or Pay Type Code). The program had checked the Payroll Master File Audit for changes previously, but it did not filter by Audit Code. **Note:** To access Payroll Master File Audit (prmaudit), go to Employee Detail History (prdetail), *Find* an "Employee #", select *Detail* from the side menu, and then select Audit History from the menu.

Payroll Vendor Processing (prprocve)

mn45429

Previously if an output is done right before removing the first vendor record the program will actually remove the last vendor record. The program was modified to correct this issue.

Personnel Action Entry (prempded)

mn46740

In a personnel action attempting to access the insurance screen of an employee deduction, the following message pops up: "This option valid only for deductions set to Insurance on the 2nd Screen of the Deduction/Benefit Master." This message shows even if the deduction master is flagged for insurance. The program was modified to allow access to the insurance screen.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Personnel Action Entry (prempmas)

mn44763

When entering a new hire into personnel actions, a possible error after entering the employee information on the employee master screen is: 'Invalid source or target attachment key passed. A valid attachment key value must be supplied to this routine. Contact software support.' The program has been modified to avoid this error.

mn45061

Previously, an error was encountered when the program was performing a 'feature check' for MUNIS Office. The program has been modified to avoid this error.

Position Control F/M (pmposctl)

mn46972

When doing output for a position that has a 6-digit allocation code, an error was received "Could not update temp table for report. -status: -1214". The allocation field in the temp table has been modified to allow 6-digit codes.

Print W-2c Forms (prw2cppt)

mn45420

Previously, the W-2c print was not including State gross/withholdings changes on the form. In addition, box 12 information was printing with box 13 as the description. The program was modified to print changes that occurred in SIT, SIT W/H, LIT, and LIT W/H.

Projection Benefit Calculate (pjcalben)

mn44742

Modified the program to recalculate the annual flat amount correctly for deductions using Calc Code 01 and 02.

Projection Employee Deductions (prempded)

mn44742

Modified the program to calculate the annual amounts correctly for Calc Code 01 and 23 deductions. The field "Recalculate empe/empr benefit amounts" must be selected in the *Mass Update* screen for the annual amount to calculate correctly.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Condition	Value	Action	Value
If 'Employee Amt/Percent' is	.0000	change to	.0000
If 'Employer Amt/Percent' is	.0000	change to	.0000
If 'Employee Limit' is	4,240.80	change to	4,240.80
If 'Employer Limit' is	4,240.80	change to	4,240.80
<input checked="" type="radio"/> Recalculate empe/empr benefit amounts			

mn45885

After a record is added in the program using Calc Code “15”, “16”, “17” insurance deductions, the program transfers automatically to the *Insurance* screen and then back to the main screen when complete. Previously, when these Calc Codes were used, the fields “Employee Ann Amt/Pct”, “Employer Ann Amt/Pct”, “Employee Limit” and “Employer Limit” would not populate and could not be accessed based on the specific deduction selected (employee/employer paid, or both) after the *Insurance* screen transferred back to the main screen.

The program has been updated to allow access/modification to the fields when Calc Code “15”, “16”, “17” insurance deductions are used.

Purge Check History (prpurchk)

mn45795

During the reload of a previously unloaded purge file an error displays stating 'Unknown error on spool insert -239'. The file does load successfully. The program was modified to correct this issue.

Retirement File Maintenance (prwamain)

mn47040

Previously, in the Washington Retirement File Maintenance the program required input to the ‘Investment Program’ field and ‘Rate Option’ field for all plan codes. Only a ‘Plan Code = 3’ should require these two fields to be populated. The program was modified to accept input to these two fields only if ‘Plan Code = 3’.

PAYROLL & PERSONNEL

PROGRAM

FER Number

Retirement Report/Mag Media (prwareti)

mn46003

Previously, retirement mag-media reports were being rejected. The program was modified to comply with Washington Dept. of Retirement Services requirements.

Risk Code Reporting (prskrpt)

mn44074

On risk code report format 'A' if the sum of earnings is negative there is no identification of the negative numbers on the report, it's showing as though it's positive. The 'total' at the end of the report is correct, it's reducing the amount by the negative. The report was modified to show negative signs for MTD and YTD amounts for each employee and for the group totals for each risk code.

Set Projection Run Number (pjsetrun)

mn44742

Annual amounts are now calculated correctly when Calc Code 23 is used and the option to "Include Benefits" is selected.

Time and Attendance History (prempatt)

mn44574

Program not displaying negative sign on browse or output. The program was modified to display negatives.

mn45144

After using Calendar and Master Work Schedule to create 'Time and Attendance' worksheets and time and attendance batches from those worksheets, and then going into the 'Time and Attendance' program and doing a 'Find' for a particular batch or location and output, the output processes all batches (not just the ones in the 'Find' set). The program was modified to use the active set when selecting records to output.

mn45916

Permissions need to be applied when help function on the SSN field is used. The program was modified to limit finds to the same org/loc permissions as applied to the SSN field.

mn46302

Previously even though a 'Time and Attendance' batch had been approved and posted to EDFM a user could 'Release' the same batch again in 'T & A'. No updates were allowed, but the batch was re-flagged for approval and caused a warning when running the 'Final Proof' that un-posted batches in 'T & A' exist. The program was modified so the release button will not be available unless the posted flag is 'N'.

PAYROLL & PERSONNEL

PROGRAM

FER Number

mn46743

With the flag in ID code permissions set to 'Y' to 'Access Other Loc's Batches', it allows users access to restricted location batches as well. They can pull up these batches (for locations they don't have access to) and look at the detail. The program was modified to limit finds per defined 'Restrictions'.

mn46948

Time & Attendance import (non-form) always fails with an error 846. The program was modified to use "~" as the delimiter so that the import files themselves need not be changed. The import file must NOT have a tilde "~" in the file or the file import will error out.

Time & Attendance Worksheet (prtmesht)

mn45874

When defining the 'MUNIS Standard Time Sheet' (menu option 'V' of the Payroll Processing Menu), if you check either 'Page Break on Org' or 'Loc' and then continue defining and check the 'Print Text' box, the program removes check marks for 'Page Break on Org' and 'Loc'. The program was modified to enable these options.

Update Remaining Salaries (prencupd)

mn44972

When more than one pay type is being encumbered (base pay & additional comps), the 'Update Remaining Salaries' is only reducing the remaining salary for the first pay type. The program has been modified to reduce remaining salary for all encumbered pays.

Vendor EFT Register/Media (pradvreg)

mn45877

Only on a reprint of a vendor advice, the system is assigning the next available check number instead of the next available advice number. The program was modified to assign the number depending on whether the user is doing check processing or advice processing.

mn46095

The "Entry/Addenda Count" field on the '8' record only includes the vendor lines, not the addenda lines. The program has been modified to include both the vendor lines and the addenda lines.

mn47617

Mag-media record was changed so that the CCD ((Cash Concentration or Disbursement (vendor record)) record position 80-87 will now print the 'Origin/DFI Ident' from the 'Direct Deposit Register/Media' screen rather than the 'Batch Number'.

PAYROLL & PERSONNEL

PROGRAM

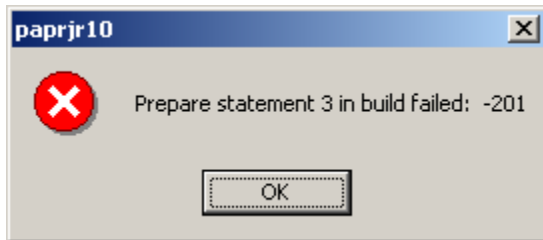
FER Number

PROJECT ACCOUNTING

Project Budget Report (papjr10)

mn44903

Previously, when selecting *Rpt-options* and the “Sum objs to position” field was blank, the following message occurred:



This has been corrected and a number between 1-6 is required in this field before selecting *Output*.

YTD Project Budget Report (paprbudr)

mn44235

This program has been updated to include budget amendments (BUA's) for prior years on a multi-year account.

PURCHASING

PO Maintenance (pomaintn)

mn46482

The “Buyer” field can now be a maximum of eight characters.

mn46574

Modifications were made so that if the “Use Project Accounting” field (from the G/L Parameter Maintenance program) is unchecked, an account can be successfully updated in the PO Maintenance program.

mn46809

Previously, if GL account restrictions existed for this program, (under the *GL Acct Restr* option in B. General Ledger ID Code Permissions), when maintaining these accounts, there was no access to fields after “Proj”. This has been corrected.

PO Receiving File Maintenance (porecmnt)

mn44715

Previously, when entering the dollar amount received in the “Dollar Amount” field rather than the quantity received in the “Received Quantity” field, the program did not calculate the “Received To Date” and “Remaining” fields correctly. This has been fixed.

In addition, the “Received To Date” and “Remaining” fields are displayed after a entering a receipt through the Inventory module.

Print PO's on Forms (poprtfrm)

mn45695

Previously, when defining the report and typing “P” (Printed), “R” (Reprint) or “C” (Print Cancelled), the program did not mark the corresponding radio button. This has been corrected.

In addition, the “Print Cancelled” field has been renamed to “Cancelled” with no change in functionality.

Requisition Approvals (rqapprov)

mn46995

Previously, when approving multiple requisitions:

PURCHASING

PROGRAM

FER Number

If a requisition with an inventory item was approved along with a requisition that did not have an inventory item, the requisition without the inventory item was updated to a status "0" (Rejected). This has been corrected.

Requisition Entry (rqentpst)

mn45027

When adding an item number and entering "I"(issuing) or "P" (purchasing) in the "Typ" field, the correct unit of measure (from the Inventory Item File Maintenance program) defaults into the "UOM" field.

mn45842

This program has been changed so that when allocating a requisition with a dollar amount and the "Unit Price" of the item is \$0.00, the following message appears ""Allocation total does not match the detail total."" and the cursor remains in the "Amount" field of the allocation.

REQUISITION ENTRY - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel

RQ 2003 00000057 PO Ticket

Line 1 Qty 1.0 Pencils

Commodity

Item/Loc/typ

Unit Price .00000

UOM EA Frgt .00

Dsc .00 Cred .00

Line item total .00

Add'l Desc/Notes N Vendor 000020

1099 Box Fixed Asset N Required By

Dept/Loc 100 Bid Notify Buyer N

Seq Org Obj Proj Description Amount Bud

01 01131005 59000 Miscellaneous 5.00 U

01131005-59000 Available Budget 1,569.80

1 of 1

1 of 1

Amount to be allocated to this GL account.

Allocation total does not match the detail total.

NUM

Unit price of item is \$0.00 and attempting to allocate with a dollar amount in the "Amount" field.

Requisition Conversion To PO's (rqconvrt)

mn46075

Previously, when selecting <Ctrl-T> to view the requisition before converting, the "Dept/Loc" field could not be modified. This has been corrected with the following changes:

- When selecting <Ctrl-T> to view the requisition, the “Dept/Loc” field can be updated. The updated information is displayed in the “Depart” column in the Requisition Conversion To PO’s program.
- Please note: When selecting <Ctrl-T> from the Requisition Approvals program, the “Dept/Loc” field cannot be updated, as before.

Requisition Import Standard (rqimpbuf)

mn46382

This program has been updated so that when importing requisitions, the correct available budget amount is now being checked.

mn46745

This program has been updated so that when a requisition is imported, the calculations have been changed so that liquidating by line is successfully performed.

Standard PO Reports (poreport)

mn46663

For report option G – Encumbrance by PO Number:

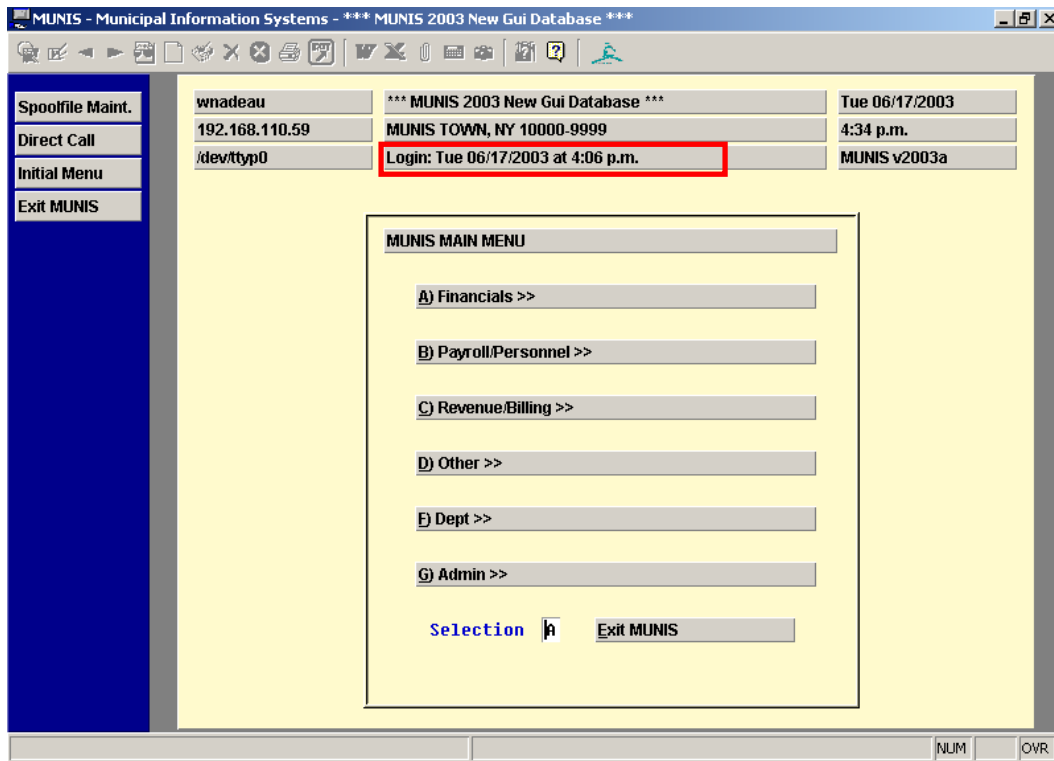
This report has been updated to correctly match the purchase order with the paid check information. **Note:** If multiple checks were issued to a purchase order, only the first check is listed on the report.

SYSTEM ADMINISTRATION

General Changes

mn46830

The MUNIS system has been updated to correctly display the login time. Previously, the login time for 12 PM displayed as 12 AM.

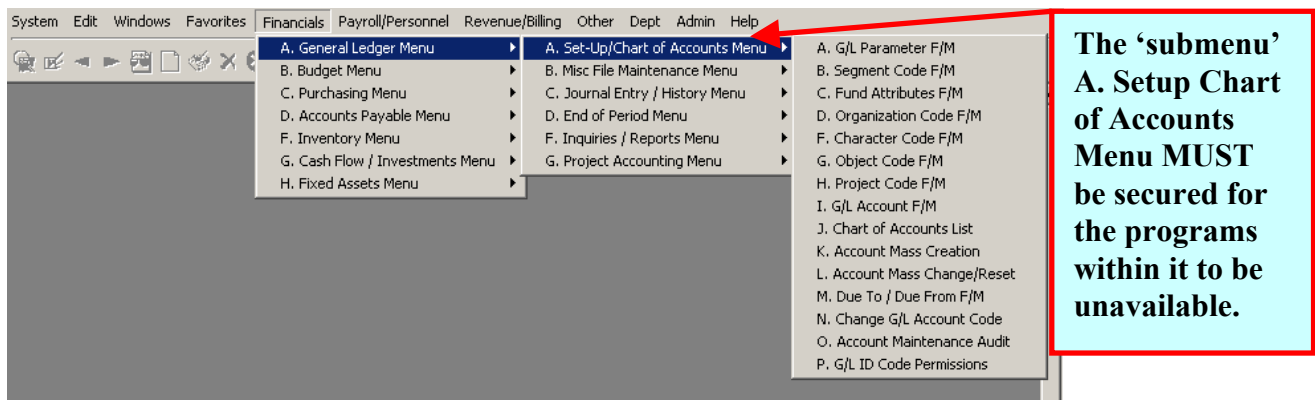


MDI Menu

mn46298

These security changes apply to clients that currently run MUNIS using the MDI menu structure.

- If a program previously added to *Favorites* is restricted, it will not display in the pull-down menu or on the *Organize Favorites* screen.
- If any menu is restricted, all programs within it are unavailable. **IMPORTANT!** This does NOT apply to any sub-menus residing under the secured menu. In this scenario, all programs residing under a submenu located within a secured menu are still accessible until the submenu is restricted.



WORKFLOW

Workflow Business Rules Maintenance (wfbrlmnt)

mn47642

Previously, business rules that were associated with GL segment permissions sent requisitions to the incorrect approver for processing. This has been fixed.

mn47653

The *Copy* screen has been updated so that it no longer blanks out all fields located after the “Process” field.

mn47784

For clients who use Windows 95 or 98 and use the Microsoft Exchange e-mail server:

E-mail notifications cannot be sent on rejected or converted purchase orders that are marked to “Notify originator when requisition is rejected or converted to a PO”. **Note:** The Messenger Inbox (delivery format “1”) can still be used to send these notifications.

WORK ORDERS

PROGRAM

FER Number

WORK ORDERS

Work Order Maintenance (womaster)

mn46257

Previously, when using a category, subcategory or both on a new work order the following error occurred “unknown error 2 on wotaskbg, status: -236”. The program was modified to correct this error from happening.

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